

Minutes

Steering Committee Meeting

1/20/2004

1:30-2:45

33 Hazen Drive, 2nd floor Conference Room

Meeting called by:

Peter Croteau

Type of meeting:

Scheduled Monthly Meeting

Facilitator:

Dennis Roffman

Note taker:

Brian Smith

Attendees:

Jim Bronson – OIT

Brian Smith – OIT

Chuck DeGrace – OIT

Rebecca Landry – City of Keene

Joan Porter – City of Manchester

Pat Harte – City of Manchester

Glenn Ott – BearingPoint

Rachel Henderson – BearingPoint

Mary Kurkjian – BearingPoint

Kelly Michael – DMV

Kirsten Hale – DMV

Peter Croteau – DOS/OIT

Craig Dudley – S&CSI

Brian Lumbert – DOS/OIT

Betty Ramspott – Town of Sunapee

Teresa Williams – Town of Wakefield

Larry Bridgen – DMV

Priscilla Vaughan - DMV

Agenda Topics

I. Citizens Registration Renewal	Peter Croteau
<ul style="list-style-type: none"> • The Logical Design has not been started. The Governor rejected the initial design and alternative solutions are being researched. • The implementation date for citizen renewal is scheduled for June. • The effect of citizen renewal on process flow is unable to be determined until the Logical Design has been completed. 	
II. Current Change Request	Dennis
<ul style="list-style-type: none"> • Due to expected grant money that has not been received and change order amendments, the implementation date has been moved to August 16th. • Additional sources of funding are being researched 	
III. Vendor/City Questions Compiled by Craig Dudley	Kelly Michael /Jim Bronson
<ul style="list-style-type: none"> • About 35 questions have been documented. OIT is in the process of responding to the issues and plan to publish them by early February. 	
IV. Training	Kelly Michael
<ul style="list-style-type: none"> • DMV and implementation training has been planned. Logistics are being finalized and is contingent upon the implementation date. 	
V. Rollout Plan	Dennis Roffman
<ul style="list-style-type: none"> • Need to assign town names to the roll out plan that has been created. Browser sites will be implemented first, then XML clients. • The Current customer base will be rolled out then new customers will be scheduled for implementation upon completion. • The current on-line mainframe system will not be operational once MAAP is in use. All cities and towns who are not on MAAP will need to process all transactions manually until their site is on-line with MAAP. • Vendors/Cities need to be aware of the 8-week roll out window so that they can plan accordingly. 	
VI. Implementation Activities	Brian
<ul style="list-style-type: none"> • Need information on LAN and WIN PC requirements, State networking needs to assess each of the LANS to be connected to MAAP. • The Implementation Team plans is to visit 35-40 sites then and verify the with phone calls to ensure their systems meet the minimum requirements. 	
VII. MAAP Browser Test Towns	Dennis Roffman

- User Acceptance Testing is scheduled to take place in June and July.
- Five to Seven Cities and Towns are needed to participate in testing the Browser interface.
- If any vendors are ready for XML interface they should be included in UAT.
- The Vendors are training town clerks on use of their software's functionality when integrated with MAAP.
- The State is training browser clients using MAAP.
- Discussion of necessary resources to support browser testing. Concern has been raised regarding clerks ability to commit 4-5 weeks to testing.
- Need to be sure Bugzilla categories are organized in a way that pertinent information is available for all audiences.
- Plan to solicit unique or unusual scenarios from clerks in the newsletter that gets distributed.

VIII. Issues

Dennis Roffman

- Grant has not has come through for hardware. Funds have been secured from other sources and hardware is in the process of being ordered.
- Currently only one Primedia VIN Package license that we have is needed for testing but it is necessary to sign an agreement for finalization of the license agreement.
- Towns that choose to rely on MAAP for "Red Book" data will incur no cost. The State license agreements allows for cities and towns to receive the data through MAAP.
- Dover has requested written documents clarifying that vendors are required to support all transactions supported by MAAP if they are to be Municipal Agents.
- The DMV needs to determine how long manual transactions will be accepted from existing Municipal Agents who are not online.
- OIT needs to find out if Title data prior to 1991 that is in a separate data store within IDMS will be converted to MAAP.

Next Meeting: February 17, 2004, 1:30 PM